

(CLASSIFICATION)

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## OFFICE OF THE DIRECTOR

Action Memorandum No. A-271Date 16 July 1963TO : **Executive Committee**SUBJECT : **External Distribution of Memoranda and Reports  
Prepared for the DCI**

REFERENCE:

All units are reminded that reports or memoranda, both on substantive and other matters, prepared specifically at the request of the DCI or his office should not be distributed externally until he, personally, has given approval. It is the responsibility of the originating unit to obtain this release from the Director's office.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

LBK:drm

Distribution: Original &amp; 7 - Addressees

① - ER  
1 - ExDir

DD/I

DD/P

DD/S

DD/R

OGC

Comptroller

IG

AD/NE

SUSPENSE DATE:

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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